

Michael K. Jeanes
Clerk of the Court – Superior Court of Arizona
Maricopa County

Fax-on-Demand
Catalogue of Available Documents
602-506-0034 (local)
1-866-506-0034 (long distance)

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Michael K. Jeanes
MARICOPA COUNTY CLERK OF THE SUPERIOR COURT
FORM FAX MENU and GLOSSARY

Please dial 602-506-0034 or 1-866-506-0034 when requesting forms from this menu.

FORM INDEX	# of PAGES	NAME OF FORM	DESCRIPTION OF FORM
<i>Frequently Requested Forms – All Court Divisions</i>			
100	4	Fee Schedule	A schedule of fees that the Clerk's Office is required to charge per Arizona statutes.
101		Not Used	n.
102	7	Application for Deferral of Fees	A form to be used by a qualifying person to request deferral of fees to be paid at a later time.
103	6	Supplemental Waiver/Deferral (Without Hearing)	A form to be used prior to a hearing to request an extension of time for payment of deferred fees.
104	5	Supplemental Waiver/Deferral (After Hearing)	A form to be used following a hearing to request an additional extension of time for payment of deferred fees.
105	1	Contest Waiver/Deferral Decision	A form to be used when a person disagrees with the decision of waiver or deferral of fees.
106	3	Self-Service Packet Instructions	A form that provides a list of packets provided by the Self-Service Center and the process to obtain the packets.
107	2	New Address/Name Change and Instructions	A form that notifies the court of your change of address and/or name so that you may continue to receive court notices, restitution and support payments, if appropriate.
<i>Civil Court Forms</i>			
200	1	Certificate of Compulsory Arbitration	A form accompanying the initial civil complaint , stating whether the case is or is not subject to compulsory arbitration.
201	1	Certificate of Agreement Regarding Compulsory Arbitration	A form required to accompany the initial civil answer , stating whether the defendant agrees with or controverts the plaintiff's certificate of compulsory arbitration.
202	1	Foreign Deposition Instructions	Instructions on how to obtain a subpoena in Maricopa County for an action existing in a foreign jurisdiction.
203	1	Instructions for Filing a Foreign Judgment	Instructions for filing a judgment with Maricopa County, obtained from a foreign jurisdiction.
204	2	Superior Court Civil Cover Sheet	A form required to accompany any new civil action filed in the Superior Court. The information is used by the Clerk's Office to make sure that the document is correctly docketed.

205	3	Application to Appear Pro Hac Vice	A form to be used by attorneys not admitted to the Arizona Bar, typically out-of-state attorneys, to represent a client before the Maricopa County Superior Court. This form must be completed and presented to the judge assigned to the case.
206	1	Order to Appear Pro Hac Vice	An Order signed by a Superior Court judge granting leave to appear Pro Hac Vice.
207	1	Blank Motion Form	A form used as an example of the format and mailing certificate required in any Motion that complies with Rules of Procedure.
208	1	Praecipe	Demand to issue process to enforce a judgment such as post judgment writs of execution.
<i>Criminal Court Forms</i>			
300	6	Restoration of Civil Rights and Instructions	A form used by parties who have been convicted of a felony and have been discharged from probation, and who are requesting that the judgment against them be vacated.
301	1	Firearms Rights Application	A form used by parties who have been convicted of a felony and have been discharged from probation, and who are requesting that their right to possess firearms be restored.
302	6	Notice for Post-Conviction Relief and Instructions	A form used by parties who have been convicted of a felony to notify the court of the intent to file a petition for Post Conviction Relief and request the necessary records to prepare the petition.
303	2	New Address/Name Change and Instructions	A form that notifies the court of your change of address and/or name so that you may continue to receive court notices, restitution and support payments, if appropriate.
<i>Family Court Forms</i>			
401	1	Arrearage Calculation Request	If you receive or pay support through the Support Payment Clearinghouse and your case is non IV-D, you may use this form to request a calculation on the amount of back support owing. (A case is considered non IV-D if either party to the case has never received cash assistance in the past or has never applied for IV-D State services.)
402	1	Current Employer Information	A form that provides current employment information on the person who pays support payments so that the Clerk's Office can mail the Order of Assignment to the new employer; the new employer can then begin withholding monies to be sent to the Support Payment Clearinghouse.
403		See Forms 414 or 415	
404	2	Instructions for Making Support Payments	Instructions that provide you with information for making support payments, for updating your current address and/or name, and for providing the current employer of the person ordered to pay support. (For IV-D and non IV-D: A case is considered IV-D if either party to the case is receiving cash assistance or has received cash assistance in the past or has applied for IV-D State services.)
405	2	Direct Deposit Form	A form authorizing the Clerk of the Court to automatically deposit support payments into an individual's personal bank account, eliminating the need for mail service.
406	2	Judgment Data Sheet and Instructions	A form required when establishing and modifying a support order. The information on the form is used by the Clerk's Office to ensure support payments are processed appropriately.
407	4	Order of Assignment and Instructions	(Also known as a Wage Assignment.) An order from the court directing an employer or other payor, to deduct from an employee's wages or other income source, a certain amount of money for a support obligation and to mail the support payments to the Support Payment Clearinghouse.
408	3	Order Stopping Order of Assignment and Instructions	An order from the court stopping or terminating an Order of Assignment.

409	2	New Address/Name Change and Instructions	A form that notifies the court of your change of address and/or name so that you may continue to receive court notices, restitution and support payments, if appropriate.
410	3	Child Support Sure-Pay Forms and Instructions	A form authorizing the Clerk of the Court to automatically withdraw funds from an individual's bank account for support payments which then is deposited into the Support Payment Clearinghouse's bank account and then sent to the person who receives the support payments.
411	4	Objection to Interim Order	A form used within the 25-day objection period when you disagree with a Report, Recommendation, and Order from Expedited Services.
412	5	Employer Information Packet	A packet that provides employers with information about Orders of Assignment.
413	3	Affidavit of Direct Child Support Payments	A form used to list support payments that were not paid through the Support Payment Clearinghouse or the Clerk of the Court but have been mailed directly to the person who receives support payments.
414	1	Family Court Cover Sheet <i>with Children</i>	A form required to accompany any new Family Court action with children filed in the Superior Court. The information is used by the Clerk's Office to make sure that the document is correctly docketed.
415	1	Family Court Cover Sheet <i>without Children</i>	A form required to accompany any new Family Court action without children filed in Superior Court. The information is used by the Clerk's Office to make sure that the document is correctly docketed.

Financial Forms

500	2	New Address/Name Change and Instructions	A form that notifies the court of your change of address and/or name so that you may continue to receive court notices, restitution and support payments, if appropriate.
501	2	Stop Payment Affidavit/ Letter/Billing	A form to stop payment on a check issued by the Clerk's Office and policy instructions.
502	2	Correction of Misapplied Payments	A form used to correct misapplied payments related to criminal restitution.
503	1	Information/Policy for Return of Bonds	Procedure with a phone number to release a bond in criminal and non-criminal cases.
504	2	Motion to Release/Exonerate Bond and Instructions	A form to be used to request the Court to release and return a posted bond.
505	1	Order to Release/Exonerate Bond	An order from the Court, signed by a judge, directing the release and return of a posted bond, stating specifically to whom it should be returned to.

Juvenile Court Forms

600	4	Dependency Petition	A form filed on behalf of a neglected or dependent child when there are allegations of abuse, neglect, or abandonment
601	1	Notice of Initial Dependency Hearing	A form used to notify the court and any interested parties of the hearing time, date and location of a dependency hearing. The court places the hearing information on the form.
602	2	Request for Review Hearing/ Attorney/ Interpreter	A form to request a hearing within 5 court days to review temporary custody, to appoint an interpreter to assist during court hearings or to request a court-appointed attorney.

604	3	Information on Serving the Other Party	A form explaining what service is and will help you select the method of service that works best for you.
605	3	Service through Acceptance Method	A form utilized when service is being performed to an attorney or other party through the acceptance of service method.
606	1	Service through Process Server	A form utilized when service is being performed on an attorney or the other party specifically by a registered process server.
607	2	Service through Registered Mail	A form utilized when service is being performed on an attorney or the other party by registered mail.
608	4	Service through Publication	A form utilized when service is being performed on an attorney or the other party by publication.
609	2	Service by the Sheriff's Office	A form utilized when service is being performed on an attorney or the other party through the Sheriff's Office.

Probate Court Forms

700	3	Affidavit for Transfer of Title to Real Property	A form to be used 6 months after date of death when the assessed value of the real estate, less liens and encumbrances, does not exceed \$50,000 at the time of death. This form is filled out by the person entitled to receive the property according to the Will or by intestate succession. It is presented to the Probate Registrar along with a certified copy of the death certificate and the original will. The Registrar will review and approve the affidavit and process the affidavit if it meets all statutory requirements.
701	2	Personal Property Affidavit	A form to be used 30 days after date of death when the personal property does not exceed \$50,000 and the estate does not need to go through probate. This form is filled out by the person entitled to receive the property according to the Will or by intestate succession. It is NOT filed with the court but is given to the entity holding the assets (i.e., bank, stock company). Upon receiving the affidavit, the company will release all funds/property held to the person whose name appears on the affidavit.
702	3	Notice of Hearing/Order for Sale of Real Property	A form used when the court has restricted the powers of the Conservator/Personal Representative to the sale of any real property. This is only necessary when the Letters of Appointment state that "No sale, transfer or encumbrance of real property without the prior approval of the Court".
703	4	Proposed Appointee Affidavit	A form used when a party is petitioning the court for guardianship or conservatorship. It must be submitted with the petition for a case number to be assigned. It is to be filled out by the proposed guardian or conservator. The only exception to this rule is the Public Fiduciary and the Arizona Veterans Service Commission.

Specialty Court Forms

800	12	Petition/Coversheet and Instructions-Checklist for Appeal for Small Claims Property Evaluation	A petition to appeal the property evaluation or classification in which the full cash value of all real and personal property does not exceed \$300,000.
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